

# PowerPoint Video



**UNC GREENSBORO**  
Digital ACT Studio




You can create a video from a PowerPoint presentation fairly easily if you plan carefully and follow the general steps outlined here. PowerPoint must be used as Google Slides and Keynote can't do this.



## Prepare

### Prep Content and Reserve Space for Videos

- Select a template or make your own in PowerPoint and ensure that your slide size is set to "Widescreen (16:9)."
- Reserve space for a video by inserting rectangle that is 7.5 inches tall and 4.22 inches wide. Move it to the left and reserve the right for text. It'll be like a video with a smaller, more square-like slide next to it.
- Copy that redesigned slide with the placeholder rectangle several times to fill your template.

	 <b>Maximized Video Design</b> <ul style="list-style-type: none"><li>• Left for Video</li><li>• Right for Text</li><li>• Shape 7.5" x 4.22"</li><li>• Maximizes Video for Viewing</li><li>• Facilitates Consistent Design</li></ul>	 <b>Fitting Video into Content Area</b> <ul style="list-style-type: none"><li>• Often Makes Video Too Small</li><li>• Easily Becomes Inconsistent in Placement</li><li>• Video Competes with Other Content in Slide Design</li></ul> 
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## Videos

### Embed & Edit Videos within PowerPoint

- Under the "Insert" tab, select "Video" and then "Video on My PC" (Windows) or "Movie from File" (Mac).
- Resize the video and move it over the rectangle on the left.
- Click on the "Video Tools > Playback" tab that opens up when the video is selected to (1) set the video to play automatically, (2) change the video's volume, (3) trim the video so it only plays what you need.



## Time & Export

### Record Slide Timings and Export as a Video

- Under the Slide Show tab, select "Record Slide Show." Click advance (or right arrow) when the video on each slide completes playing.
- Once done, check slide timings by going to "Slide Show" and then "Play from Start." The presentation should play through to the end automatically.
- Finally, export as a video via File > Export > Video (Windows) or File > Export > File Format: MP4 (Mac)
- Set the video size to 1920 by 1080 (Presentation Quality) and check "Use Recorded Timings and Narration."